



Office of the City Clerk

Weekly Report – for Week Ending December 12, 2014

OFFICE OF THE CITY CLERK – PROJECTS and STATUS

City Primary/General 2015 Elections

Nominating Petition Filing - The final day to pick up and file nominating petitions was December 3rd. As of December 10th, out of the 66 nominating petitions filed, 57 candidates have qualified to place their names on the ballot.

Pollworker and Polling Place Recruitment - Staff have recruited 1,402 polling places out of a total of 1,593. As part of the City Employee Pollworker Program (CEP), staff has received 850 applications and has exceeded the CEP recruitment goal. To date, 1,358 poll workers have been recruited which is 21.3 percent of the overall recruitment goal.

High school students continue to be recruited for the STAR Student Poll Worker program. As of this week, staff has collected 1,709 applications obtaining 64.5 percent of their goal, and has conducted 140 presentations achieving 114.75 percent of their goal.

Random Alphabet Draw - On December 10th, the random alphabet drawing was conducted. The results of the drawing determine the order which candidates names will be placed on the ballots in March and in May 2015.

Council and Public Services Weekly Statistics:

Number of Ordinances Posted/Published	14/2
Number of Notices/Publications	21
Number of Contracts Attested	41
Number of Council Files Created	80
Number of Claims Received	97
Number of Referrals	78
Number of Council Meetings	4
Number of Committee Meetings	10

Novus Agenda Management System/Electronic Submissions - The CLA and the Business Improvement District (BID) Division have submitted 10 documents for Council consideration electronically as of the start date of December 1st. LA World Airports began submitting this week.

Electronic Userid Request Forms – The department's first cloud-based electronic User ID Request (UIR) form was implemented. This will utilize electronic signatures, replacing the paper-driven wet signature form.

Neighborhood and Business Improvement Districts:

The Chatsworth Business Improvement District's reconfirmation of assessments was adopted by Council on December 9th.

2015 Annual Planning Reports for property-based Business Improvement Districts- 22 of 29 reports were received. Some extensions were requested by various Business Improvement District boards in order to accommodate their next regularly scheduled meeting, which fall on dates after the December due date.

TOP ITEMS

- ***LA World Airports Is Now Submitting Electronic Documents to Our Department***
- ***Random Alphabet Draw was Conducted to Determine the Order in Which Candidate s Will Appear on the Election Ballots***
- ***57 Candidates Have Filed Nominating Petitions and Have Qualified***
- ***4 Annual BID Reports for 2015 Were Approved by the Economic and Development Council Committee***



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Fiscal - Staff reconciled and provided trust fund balances for several Council Offices; commenced creation of 20 contracts funded through the Sunshine Canyon Trust Fund; attended the Public Safety Committee and Finance Committee to address 8 annual trust fund reports and the 2nd Financial Status Report; and created a new procedure of requesting expedited contract review for proposal to the Bureau of Contract Administration.

AB1290/Council - Staff executed two (2) contracts, have six (6) contracts and amendments in process, closed out two (2) contracts, processed three (3) payments, and have twelve (12) close outs in progress.

General City Purposes - Staff received 15 GCP allocation requests, processed 27 invoices for payment, drafted one (1) contract, and executed three (3) contracts.

Personnel - Staff conducted 5 new employee orientations for Council and Mayor; created a sick leave usage report for Council; and coordinated with the Controller and elected officials regarding employee access to the D-time system to access electronic W-2 forms.

Records Center Special Events - At the Los Angeles City Historical Society's annual holiday gala the City Archivist presented a certificate of appreciation on behalf of the City Clerk's Office to City Councilmember Tom LaBonge in recognition of the councilmember's support of the City Archives.

Health Commission - The Office of the City Administrative Officer transmitted a report to Council that has been dually referred to the Arts, Parks, Health, Aging and River Committee and the Budget and Finance Committee recommending that the City Clerk house the new citizen initiative ordinance created Health Commission. Staffing and funding is contingent on changing the ordinance to allow for General Fund expenditures. The City Clerk will provide meeting support subject to MHC approval of an unfreeze for a Legislative Assistant with other support contingent on funding and Commission input.

Canned Food/Sock Drive for the Less Fortunate - The Office of the City Clerk began a food and sock drive to benefit the Los Angeles Food Bank and the Los Angeles Mission.

ISSUES

NETDOCS Agenda Postings - The City's system (NETDOCS) for automatically posting agendas to the City's Website Calendar is experiencing technical problems. Until the problem is fixed, and to ensure Brown Act compliance, the Information Technology is manually running the necessary computer programs to ensure that agendas are being posted on the City's Website.

UPCOMING . . .

Deadline for Processing Nominating Petitions - The City Clerk will complete the processing of nominating petitions by December 13th.

Council Winter Recess - Council recess begins December 17th and Council will resume on Wednesday, January 7, 2015.